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8-25-47  
PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.  
:  
: Number 155                      October 11, 1948  
:  
: PMA PROCEDURE TRANSMITTAL

NEW RELEASES

1.9422  
A2 P942  
ADMINISTRATIVE  
NOTICE NO. 111  
9-30-48

Reserve

USE OF GOVERNMENT OWNED OR LEASED VEHICLES FOR OTHER THAN OFFICIAL PURPOSES: Quotes provisions of law on use of government vehicles for other than official purposes. Warns employees penalties provided must be enforced. Two copies are supplied each manual holder, one for filing in the manual, the other for circulating among employees concerned. Distribution: A, B.

ADMINISTRATIVE  
NOTICE NO. 112  
10-6-48

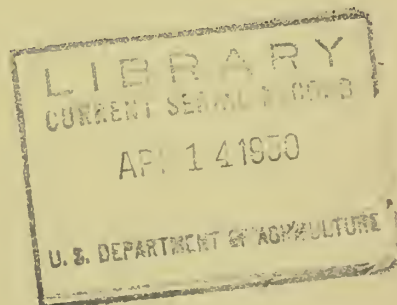
UNITED STATES SAVINGS BONDS: This Administrative Notice constitutes a revision of Administrative Notice No. 31, dated August 14, 1946. The revision was made primarily for re-stocking purposes. There is no change in the information conveyed. Distribution: A, B.

REVISIONS AND CHANGES

218.2 and  
Exhibit A  
10-4-48

PER DIEM IN LIEU OF ACTUAL EXPENSES: This Instruction is changed to include maximum per diem allowances for foreign travel during the fiscal year 1949. On page 1, paragraph IV A, line 10, change the word "Standard" to "Standardized." In paragraph IV B, line 5, change "1948" to "1949." On page 3, paragraph VII A, line 4, change "(Regulations 3421 and 3433)" to "(7 AR 539 and 542)." REMOVE Exhibit A, dated 10-28-47 and insert attached Exhibit A, revised 10-4-48. Distribution: (A) (B-Field only)

\* \* \*



WANTED!

AT LEAST ONE GOOD SUGGESTION FROM EVERY EMPLOYEE  
IN HIA!



UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 111

USE OF GOVERNMENT OWNED OR LEASED VEHICLES FOR OTHER THAN  
OFFICIAL PURPOSES

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The attention of all employees or officials whose duties require the use of Government owned or leased motor vehicles or who direct or supervise employees regarding the use of Government owned or leased motor vehicles is called to that part of the law which prescribes penalty for unofficial use of such vehicles.

Public Law 600 - 79th Congress, Section 16 states in part:

" .....Any officer or employee of the Government who wilfully uses or authorizes the use of any Government-owned passenger motor vehicle or aircraft, or of any passenger motor vehicle or aircraft leased by the Government, for other than official purposes..... shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant."

Supervisory employees are directed to refer this notice to all employees who may now or sometime in the future be concerned.

Employees are warned that disciplinary action must be recommended where investigation reveals unofficial use of automobiles as indicated above. Those having questions concerning the above are invited to refer the questions to the Chief, Personnel Division, Production and Marketing Administration, Washington, D. C.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 112

UNITED STATES SAVINGS BONDS

**A SOUND INVESTMENT** - There is no investment more sound than your Government's Savings Bonds. Buy them and keep them to further security for your future and at the same time help fight inflation which is a menace to your welfare. The guaranteed values of the bonds, when held to maturity, pay a better return than any security with like stability.

**A CONVENIENT PLAN** - The Pay Roll plan is a convenient way for you to buy Savings Bonds. You simply fill out Treasury Form No. 2254, "Individual Authorization Card and Record of Pay Roll Allotments," authorizing the deduction of a specified sum from your salary each pay day, to be credited in your name toward the purchase of bonds in whatever denominations you specify. As soon as a sufficient amount has accumulated, a savings bond will be purchased. The bonds purchased for you will be delivered to you direct during the month in which they are bought, or will be held in the Treasury for safe-keeping as you choose. This process will be repeated until you cancel your authorization. Then, any money that has accumulated to your account and is insufficient to buy a bond will be refunded to you at your request. The registration on the bond card may be in your name alone or may include the name of a co-owner or beneficiary by submitting a new authorization card to become effective when the bond for which deductions are currently being made is purchased.

**COST OF BONDS** - The range in denomination is from \$25 to \$1,000. The \$25 bond costs \$18.75; the \$50 bond, \$37.50; the \$100 bond, \$75, and so on. The pay roll deductions which you may authorize can be made in the amount of \$3.75, \$5.00, \$6.25, \$7.50, \$9.38, \$10.00, \$12.50, \$15.00, and \$18.75, or in multiples of any of these amounts. You are urged to authorize the largest possible deductions.

THIS IS YOUR CHANCE TO SHARE IN A SOUND INVESTMENT. THE PAY ROLL PLAN MAKES IT EASY FOR YOU. IF YOU WANT MORE INFORMATION ABOUT THIS SYSTEM OF SAVING, ASK YOUR SUPERVISOR TO DIRECT YOU TO YOUR MINUTEMAN. IF YOU ARE ALREADY BUYING BONDS UNDER THE PAY ROLL SAVINGS PLAN, YOU MAY WISH TO INCREASE YOUR PRESENT ALLOTMENT. IF YOU'VE CANCELLED YOUR BOND AUTHORIZATION, YOU MAY WISE TO RENEW IT NOW. GOOD BUDGETING SUGGESTS THAT AT LEAST 10 PER CENT OF CURRENT INCOME SHOULD BE PUT INTO SAVINGS.

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SCHEDULE OF MAXIMUM  
PER DIEM RATES FOR FOREIGN TRAVEL

<u>Locality</u>	<u>Maximum Per Diem Rates</u>	<u>Locality</u>	<u>Maximum Per Diem Rates</u>
Afghanistan	\$ 6.00	Mexico, except Mexico, D.F.	\$ 6.00
Andorra	10.00	Netherlands	10.00
Argentina	10.00	Netherlands, West Indies	10.00
Australia	6.00	New Caledonia	6.00
Austria	6.00	New Zealand	6.00
Bahamas	12.00	Norway	10.00
Belgium	12.00	Palestine and Transjordan	10.00
Belgian Congo	10.00	Paris, France	10.00
Bermuda	12.00	Peru	6.00
British Honduras	6.00	Philippines, Republic, except Manila	14.00
British Malaysia	10.00	Poland	12.00
Bulgaria	10.00	Portugal, except Azores and Madeira Islands	10.00
Burma	10.00	Azores and Madeira Islands	6.00
Cyprus	10.00	Rio de Janeiro, Brazil	10.00
Czechoslovakia	10.00	Rome, Italy	10.00
Denmark	10.00	Rumania	14.00
Dominican Republic	10.00	Russia	18.00
Egypt	10.00	Santos, Brazil	10.00
Estonia	18.00	Sao Paulo, Brazil	10.00
Fiji Islands	6.00	Shanghai, China	10.00
France, except Paris	8.00	Siam	10.00
French Indo China	10.00	Society Islands	6.00
French West Indies	6.00	Spain, except Canary Islands	10.00
Germany	6.00	Canary Islands	6.00
Gibraltar	6.00	Surinam	6.00
Greece	12.00	Sweden	10.00
Greenland	6.00	Switzerland	10.00
Habana, Cuba	12.00	Syria	10.00
Hong Kong	10.00	Turkey	10.00
Hungary	14.00	Union of Soviet Socialist Republics	18.00
Iceland	10.00	Vatican City	10.00
Iraq	10.00	Venezuela	14.00
Israel	10.00	Yugoslavia	14.00
Japan	6.00	Other Localities	8.00
Korea	6.00	Ocean Travel	7.00
Latvia	18.00		
Lebanon	10.00		
Liberia	10.00		
Liechtenstein	10.00		
Lithuania	18.00		
London, England	10.00		
Luxembourg	10.00		
Madagascar	6.00		
Manila, Republic Philippines	16.00		

